

Scoville

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10 April 1962

Minutes of Staff Meeting, 9 April 1962

Present: Dr. Scoville

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1. Status of DD/R Charter: Dr. Scoville said he had gone over with Mr. Kirkpatrick a proposed Agency notice concerning DD/R functions. As written, this notice included responsibility for the following:

- a. All TSD R&D activities.
- b. All special projects activities of DPD.
- c. All ELINT activities.
- d. Establishment of a Scientific and Technical Career Service with Dr. Scoville as chairman, to include S&T personnel from all Agency elements.

There was a short discussion concerning the composition of the S&T Career Service, with particular reference to the status within it of non-technical personnel. Dr. Scoville suggested the category of "S&T Intelligence Analyst" for those professional personnel (largely in OSI) who are not themselves technically trained in the formal sense. Dr. Scoville reaffirmed that he would speak with Mr. Helms and Gen. McClelland prior to negotiations being opened concerning the transfer of people, slots, and money.

[] noted that at the outset there was a very large investigative job to be done in finding out just where all the S&T personnel in the Agency are located. This will obviously require assistance from the Office of Personnel. [] said he would undertake to see Mr. Echols on this whole subject in the near future. Dr. Scoville suggested that we should have a system for being informed about industrial lay-offs which might make available talented S&T personnel. Action: []

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2. Approvals System: [] summarized the various circumstances which require an examination of the system that will be used to control approvals of undertakings assigned to the various components of the DD/R.

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Not only are we in the middle of preparing an operating budget (which constitutes one kind of approval) but we are under a deadline to respond to a specific IG recommendation concerning the approvals process for DPD projects. With respect to the latter, [] was requested to draft a response to the IG indicating that we were not yet ready to make a firm recommendation, pending an internal examination. Action: []

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3. Budget: With respect to this year's operating budget, it was agreed that the budgets for the components assigned to the DD/R should be pulled together in one document for submission by the DD/R. This will require full time (though perhaps temporary) assistance from the Budget Division starting now. Action: []

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It was further agreed that this budgeting process must be related to the program approval system mentioned above. A related topic is the position the DD/R should take as to the split of its funds between vouchered and unvouchered. Although it was agreed that it would probably be difficult to put more funds than at present under the UV label, we should at the least not give ground on those funds already carried as UV.

4. Clearances of Support Personnel: In the face of a request from the Chief of the Audit Staff that he and his deputy be granted all clearances administered by the DD/R, [] asked Dr. Scoville for a general opinion on his attitude toward such request? Dr. Scoville said his general policy was to hold down clearances on support personnel until they had a direct contribution to make. [] said he would attempt to get the Chief of the Audit Staff to revise his request.

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5. Saturday Duty Officers: Dr. Scoville said it was now clear that we would have to have one officer and one secretary available in the office of the DD/R on Saturday mornings. He said he thought this should not be particularly burdensome once we get organized, since the duty could be split among a sizeable number of senior officers.

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